

12 Dec 78

8 December 1978

MEMORANDUM FOR: Production Officers, OER, ORPA, OSI,
OSR, OWI

INFO : Production Officers, OIA, OCR, OGCR

FROM :
Deputy Chief, Publications & Presentations
Group, NFAC

SUBJECT : Security Portion Marking

25X1

1. Pending the establishment of Agency regulations for the use of controls and codewords in portion markings, PPG will use two-letter abbreviations for control markings and one-letter abbreviations for codewords. A note will appear on the title page of publications or, in the absence of a title page, inside the front cover, as follows:

Dissemination controls are abbreviated in the portion markings as follows: NF - NOFORN;
PP - PROPIN; NC - NOCONTRACT; NO - NFIBONLY;
OC - ORCON

Abbreviations for compartment codewords are:
S - SPOKE; U - UMBRA; M - MORAY; Z - ZARF;
R - RUFF; G - GAMMA

(C)

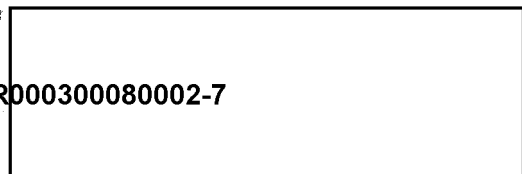
2. Once the Agency has issued instructions, the appropriate abbreviations will be included, along with other security notices, on the inside covers. (U)

25X1



STAT

C O N F I D E N T I A L



30 November 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Implementation of the Provisions of HHB []
Pertaining to the Marking of Classified
Material in Published Intelligence Reports

STAT

STAT

HHB [] sets forth certain requirements pertaining to the marking of classified material with the clear intent of making it possible to "eliminate uncertainty as to which portions of a document contain information that must be protected...". The regulation does not address in any detail specific applications of its provisions to the minutia of preparing material for publication, such as distinguishing between a title and a caption, the treatment of subheads, and the like, nor does it attempt to provide measures which would free the reader of the report from too-frequent interruptions of useless--to him--iterations of classification markings. Accordingly, in an attempt to achieve the intent of the regulation without unduly sacrificing production efficiency and to avoid imposing a cloud of useless marking information upon our consumers, PPG will adopt the practices outlined below.

Cover Page

The title page provided for in the design consultant's "new format" will be the vehicle for recording the classification level of the report title. The old formats, when used, will carry the report title and classification letter on the first inside page. Therefore, NFAC covers will not be affected by the regulation.

Inside Cover Page

The inside cover will carry a notation at the bottom that "The above material is unclassified". The list of controls will include "FGI", for Foreign Government Information, as soon as clarification is received on its application.

Title Page

The title page will give, in addition to the material it presently contains, a classification designation (TS, S,

C, or U, hereinafter referred to as the "CD") following the title and each paragraph of the author attribution and coordination statements.

Table of Contents

Individual topical entries will not be classified, if they repeat verbatim the main text heads. Amplified titles as in most serial publications and any precis should each carry a CD.

Summary/Key Judgments

Individual paragraphs will not normally carry CDs if each paragraph is at the same classification level. A notation at the end will state that "The above material is classified _____". The statement can be expanded as necessary to cover one-paragraph deviations, tables, etc. (HHB 12d3 provides examples.)

Titles

Titles preceding both the main body of the text and the Key Judgments will carry a CD.

Chapter, Section and Paragraph Heads

No CDs will be applied.

Tables and Tabulations

The classification will be shown within the visual confines of tables and tabulations in a distinctive but diminutive type. Footnotes within them will be covered by the same classification and not be marked.

Text Body

The report, throughout, will bear the same classification at the top and bottom of page. However, an appendix at a lower classification--even "unclassified"--than the text proper will carry its own marking at the top and bottom.

Graphics (including photographs)

One classification within the visual confines of the graphic will suffice for the graphic, including its title. Captions, i.e., prose of informational value, will be followed by a CD.

Paragraph Markings

Each paragraph will be followed by a CD. This will look strange in the case of paragraphs ending with mathematical formulas, quotations, and bulleted matter, but consistency will be the way to avoid confusing the reader. (Note: Controls are not required, as of this writing.) Unclassified reports and unclassified appendixes need not carry CDs.

Unclassified Reports

The only marking on an unclassified report will be in the attribution statement, saying "This unclassified report," etc.

Text Footnotes

Patently innocuous footnotes such as "see page 10" or "9 August 1971" need not carry a CD. Otherwise, they should be handled in the manner of a paragraph and bear a CD.

Transition

PPG will process all manuscripts now in hand without portion markings. Manuscripts for serial publications dated 1 December and thereafter, and all new nonserials must bear the portion markings as outlined above.



STAT

/ Deputy Chief
Publications and Presentations Group

INFORMATION AND RECORDS MANAGEMENT

HN ☐


STAT

30 November 1978

DELEGATION OF NATIONAL SECURITY CLASSIFICATION
AUTHORITY UNDER EXECUTIVE ORDER 12065

1. Effective 1 December 1978, the authority under Executive Order 12065 for original classification of information, referred to as National Security Classification Authority (NSCA), is delegated to the same Agency employees and positions to which NSCA has been delegated until 30 November 1978 under Executive Order 11652.

2. Following the initial stages of implementation of Executive Order 12065, the Agency Security Classification Officer, ISAS/DDA will review NSCA delegations Agency-wide for revalidation of continuing need under the provisions of the new Executive order.


STANSFIELD TURNER
Director

STAT

DISTRIBUTION: ALL EMPLOYEES

STAT

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080002-7

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080002-7